

**Strategic Planning Committee  
Minutes**

1:30 PM – 2:30 PM • Wednesday, February 5, 2020 • L405

**Present:**

Michael Carley, Kendra Haney, Catherine Hodges and Esmeralda Rodriguez

**Absent:**

Andrea Anaya, Primavera Arvizu, Joe Cascio and Anja Goebel

**Guest:**

Kim Behrens and Lupe Guillen

**I. Call to Order**

Mr. Carley called the meeting to order at 1:33 pm.

**II. Approval of Agenda**

Motion made to approve the February 5, 2020 agenda.

**M/S/C:** Kendra Haney/Esmeralda Rodriguez

**III. Approval of Minutes**

Motion made to approve minutes from January 29, 2020.

**M/S/C:** Kendra Haney/Esmeralda Rodriguez

**IV. Discussion Items**

**A. Health Careers Program Review**

Associate Dean Behrens and Division Chair Guillen were present to answer questions and take note of corrections. This committee recommended the following changes:

1. Delete instructions and remove apostrophes from acronyms throughout document.
2. The committee stated the program mission statement accurately describes the program and is linked to the college mission statement. Revamping program based on previous assessments and new outcomes have yet to be assessed. The program has an assessment cycle and schedule.

This section meets standards.

3. The SLO section is changes to the program based on outcome assessed and the committee recommended to state that in the first paragraph.

The outcome for the assessment of SLO and PLOs were good, but at the same time new regulations came out and the curriculum did not match causing all the changes seen within.

After corrections this section will meet standards.

4. Analysis and Trends: reformat the chart starting on page 9 so it reflects the other charts, making the charts uniform and easier to read. Also, look at the student course demographics column, it is not necessary to add especially with a program their size. Compare your program to itself overtime not college-wide. The EMT program used to have one section a semester now there are five with a need for more sections. The National Registry pass rates between Nursing and EMT shows more students passing nursing than EMT, this should be the opposite. Division Chair Guillen stated, students can choose who to register with and most students choose nursing and do not bother with the EMT. Associate Director Behrens says they noticed this trend and are now starting to auto award EMT certificates.

Program Strengths: The committee is impressed the program maintains 30 clinical community partnerships. Make sure to address the new building within this section. Areas for Improvement: Goals and resource request should tie back to this section. There is a desire to bring back the LVN program, especially within in this area where a job could be waiting for them when certified.

Clear conclusions are drawn with evidence and reflect an in-depth discussion within the program highlighting specific examples. Trend data has been reviewed and assessed program strengths and weaknesses realistically.

This section meets standards.

5. Previous goals have been updated as either completed or revised. The completed goals will drop off at the next assessment.

Under previous goals: add prior dates on the revised goals.

Under new goals: Goals need to start with 1, and so on to differentiate from the previous goals. Then discuss new goal 2 in the previous sections. Remove check mark and date on completed for new goal one.

New goals are clearly stated, a time frame is provided, and assignment of responsibility is evident. Goals are linked to concerns identified in previous sections.

This section meets standards.

6. Requesting three replacement full-time and two new faculty, one new classified positions, and the two current COF positions become full-time permanent. The EMT program is growing and there is a demand for more sections, with the additional work involved clearing these students a new person (faculty/Director of program) needs to be hired to meet workload.

Change PT to Psych Tech to avoid confusion of part-time hire.

Positions have justification, this section will meet standards.

7. Most the IT request are for the new Allied Health Building, with the exception of mice for the 40 laptops order without mice. Facilities request for new building, repair/replace old picnic tables and key access to breakroom for all faculty in department. Requesting key to all classrooms until new locking devices are installed. Professional development request for instructors (PT, Nursing and EMT) to keep up education and best practices. This section will meet standards.

8. This area was complete, increases had justification and based on evidence from previous sections. The only recommendation is they use the original budget format.

This section meets standards once formatting is fixed.

The Health Careers Program Review meets assessment standards pending corrections and is to be forward to CC for approval.

**V. Announcements**

**VI. Future Agenda Items**

**Adjournment:**

**Meeting adjourned at 2:34 pm.**